

**Nine-Week
Academy**

**New OSFM-Approved
Basic Firefighter
Curriculum**



Application for Admission by Non-Rostered Persons





Application for Admission by Non-Rostered Persons



The Northeastern Illinois Public Safety Training Academy (NIPSTA) Firefighter Academy is pleased to present this opportunity for admission to individuals who are not included on a roster of a local fire department or a fire protection district located in the State of Illinois. These persons are referred to collectively as “non-rostered” and, by definition, are not employed to perform fire suppression duties. As such, they are ineligible to receive insurance and other benefits afforded to those who are included on a roster of a department or district.

Application for admission to the NIPSTA Firefighter Academy is available to non-rostered persons so that they may have the opportunity to receive instruction that not only meets, but also exceeds, state and national learning objectives. The NIPSTA program is the only program of its kind in Illinois. All training is accomplished on a 20-acre campus in a safe, controlled environment that includes a variety of specialized indoor and outdoor props. The nine-week curriculum is state-certified, which results in candidates for employment who are fit-for-duty and ready-to-work.

APPLICATION PROCESS

In order to be considered for admission to the NIPSTA Firefighter Academy, a non-rostered person must complete all documents and submit them in a timely manner as described below:

	Application Deadline	Applicant Interview	Application Status Notification	\$995 Tuition Deposit Due (Non-refundable)	\$4,000 Tuition Balance Due	Firefighter Academy Begins
Winter Academy 2012	November 11	Week of November 28	December 12	December 23	January 9	January 16, 2012
Spring Academy 2012	February 10	Week of February 27	March 12	March 23	April 9	April 16, 2012
Summer Academy 2012	May 4	Week of May 21	June 4	June 15	July 2	July 9, 2012
Fall Academy 2012	August 3	Week of August 20	September 4	September 14	October 1	October 8, 2012

Application materials must be received by NIPSTA no later than 5:00 p.m. on the deadline date at 2300 Patriot Boulevard, Glenview, Illinois 60026. Acceptable methods of delivery include U.S. mail, express mail, or personal delivery. Neither electronic nor fax transmissions will be accepted.

The application for admission becomes the property of NIPSTA upon submission. NIPSTA reserves the right to deny an application for admission.

After receipt of the application, NIPSTA may schedule a personal interview between the applicant and Firefighter Academy staff. This meeting will be for the purpose of providing information about the Academy’s curriculum and learning more about the applicant’s commitment to a career in the fire service.

Soon after the after the interview, official notice of application status will be provided to the applicant. Then, a non-refundable tuition deposit will be required via check or money order. The tuition fee balance is due one week prior to the beginning of the Firefighter Academy. Cash and credit card payments are not accepted.

TUITION FEE

Applicants who are selected for enrollment in the NIPSTA Firefighter Academy are responsible for the tuition fee of \$4,995. This includes nine weeks of instruction (Monday – Friday, approx. 7 a.m. until 7 p.m.), personal protective equipment, training supplies & apparel, and a personal background investigation and medical exam.

FINANCIAL AID

The NIPSTA Firefighter Academy is the only program of its kind in the State of Illinois for which applicants are eligible to receive financial assistance from the federal GI Bill. This program enables military veterans, and their immediate family members, to receive monetary support for partial reimbursement of the Academy tuition fee. For more information, contact NIPSTA at (847) 998-8090 or call the Illinois Department of Veterans Affairs at (312) 814-7258.

REFUND POLICY

The tuition deposit (\$995) is non-refundable after it has been received by NIPSTA in accordance with the schedule above.

Non-rostered persons who cancel enrollment in the NIPSTA Firefighter Academy after the tuition balance (\$4,000) has been paid are eligible for a refund of 50% of the tuition balance if written notice of cancellation is received prior to the first day of the Academy.

Cancellation of enrollment on the first day of the Academy, or at any time thereafter, is not eligible for a refund.

APPLICATION REQUIREMENTS

The following minimum requirements must be satisfied by non-rostered persons who apply for admission to the NIPSTA Firefighter Academy:

1. Age 18 years or older on the first day of the Academy.
2. Possess a valid driver's license.
3. Gained a high school diploma or GED.
4. Completed the firefighter Candidate Physical Ability Test (CPAT) no later than one year prior to the first day of the Academy. CPAT information is available at www.NIPSTA.org/CPAT.
5. Submit to a personal background investigation as described in the attached "Authorization for Release of Information by Non-Rostered Persons."
6. Submit to a medical exam as described in the attached "Medical Exam for Non-Rostered Persons."
7. Possess major medical/health insurance.

APPLICATION INSTRUCTIONS

- Complete all registration forms attached.
- Illegible or incomplete applications may be rejected or returned to the applicant as a request for more information.
- In addition to the registration forms, photocopies of the following are required:
 - Valid driver's license
 - High school diploma or GED
 - CPAT certification issued no later than one year prior to the first day of the Academy
 - Proof of major medical/health insurance
 - EMT certification (if applicable)



Application for Non-Rostered Persons



Applicant Information

Choose One:	<input type="checkbox"/> Winter Academy 2012	<input type="checkbox"/> Spring Academy 2012	<input type="checkbox"/> Summer Academy 2012	<input type="checkbox"/> Fall Academy 2012
First Name	Middle Initial	Last Name		
Date of Birth	Driver's License Number	State of Issue	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Street Address				
City	State	Zip Code		
Home Phone	Work Phone	Mobile Phone		
Email Address				

Emergency Contact Information

First Name	Last Name			
Address				
City	State	Zip Code		
Home Phone	Work Phone	Mobile Phone		
Relation to Applicant				

High School Education

<input type="checkbox"/> High School Diploma	High School Graduated	City/State	Graduation Year	<input type="checkbox"/> GED Date Received
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College Education

College Attended – City/State	Dates Attended	Credit Hours Earned	Major/Minor	Degree and Date Received
	From: To:			
	From: To:			
	From: To:			

EMT Certification (if applicable)

EMT School		Completion Date	<input type="checkbox"/> EMT-B	<input type="checkbox"/> EMT-I	<input type="checkbox"/> EMT-P
State EMT Number	Expiration Date	National Registry ID Number	Expiration Date		

Employment History

Provide information about full-time, part-time, or temporary employment beginning with the most recent position.

Job Title	Name of Supervisor	Employer Phone Number
Employer Name	City/State	Employment Dates
Duties/Responsibilities		
Job Title	Name of Supervisor	Employer Phone Number
Employer Name	City/State	Employment Dates
Duties/Responsibilities		
Job Title	Name of Supervisor	Employer Phone Number
Employer Name	City/State	Employment Dates
Duties/Responsibilities		

References

Provide three (3) personal or professional references. These are persons who are at least 21 years of age and can assess your character and promise as a future firefighter. References should not include relatives. Examples of acceptable references include, but are not limited to, employment supervisors, neighbors, teachers, coaches, and clergy. Attach a letter of reference from each of the persons named below.

REFERENCE #1 - First Name		Last Name	
Organization	Title	Relationship to Applicant	
Phone Number	Email Address		
REFERENCE #2 - First Name		Last Name	
Organization	Title	Relationship to Applicant	
Phone Number	Email Address		
REFERENCE #3 - First Name		Last Name	
Organization	Title	Relationship to Applicant	
Phone Number	Email Address		

Certification

I certify that the statements provided herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false, or incorrect information given in this application may result in its rejection. Such information, upon discovery, may also result in subsequent dismissal from the NIPSTA Firefighter Academy without eligibility for refund of any tuition fee paid.

Signature	Date
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Acknowledgement of Conditions and Release of Claims by Non-Rostered Persons



The Northeastern Illinois Public Safety Training Academy (NIPSTA) conducts its training programs in a safe and responsible manner. However, it is not possible to eliminate all potential hazards to participant safety. Before any individual participates in a NIPSTA training program involving live fire instruction, he/she should be familiar with the physical stress and hazards involved.

NIPSTA participants are required to read the following explanations of the physical and mental effects of this training. Thereafter, signatures on this form are required as Acknowledgement of Conditions and Release of Claims. Participants who cannot comply with these requirements will not be allowed to participate in any training that involves physical exertion or the use of personal protective equipment. This is necessary to provide for the personal well-being and safety of all participants.

The undersigned individual acknowledges:

1. Firefighter training is a physically and mentally stressful activity that involves: physical exertion; exposure to toxic atmospheres, high temperatures, and humidity levels; working at heights and in confined spaces; elevated body temperatures; increased pulse rates, respiration, and blood pressures; and, reactions to emergency situations.
2. Participants who are pregnant or have heart disease, lung disease, hypertension, or other medical or mental conditions that may affect their health and safety under live fire conditions are required to consult with a physician before participating in any live fire training activity at NIPSTA. Evidence of the ability to meet the Illinois Department of Labor Respirator Wearers physical evaluation may be required.
3. Participants must utilize protective clothing and self-contained breathing apparatus that satisfy National Fire Protection Association standards.
4. Participants with facial hair, jewelry, or any other impediment to the proper seal of the face-piece on self-contained breathing apparatus will not be allowed to participate in training evolutions where the atmosphere is toxic or may become so.
5. Participant use of alcohol or any other drug that affects mental or physical reactions immediately preceding, or during, training is prohibited.
6. NIPSTA may use the image or likeness of any participant, as contained in a photograph or digital format, in advertising, promotional, or instructional materials without compensation.

Participants agree that the work to be performed under this Agreement will be performed entirely at their own risk. Furthermore, participants agree to indemnify and hold harmless NIPSTA and its members, including the Village of Glenview, for any and all injury, liability or loss arising in any way out of the performance of this Agreement.

Certification

I certify that I have read and understand this Acknowledgement of Conditions and Release of Claims.

Signature

Date



Authorization for Release of Information by Non-Rostered Persons



Applicant Information

First Name		Middle Name	Last Name	
Date of Birth	Driver's License Number	State of Issue	Social Security Number	
Other names by which Applicant has been known (if any)				

Certification

Under the provisions of the Fair Credit Reporting Act, 15 U.S.C. section 1681, et seq., I hereby acknowledge and understand that records concerning my credit history, and records including information as to my education, character, general reputation, history of motor vehicle operations, and personal characteristics may be obtained by the Northeastern Illinois Public Safety Training Academy (NIPSTA) and/or its agent(s) for the purpose of evaluating my application for admission to the NIPSTA Firefighter Academy.

I also understand that I may, after providing proper identification, request a copy of the report from NIPSTA and/or its agent(s) that compiled the report. I hereby release providers of such information from all liability for any damage whatsoever incurred in furnishing such information.

I certify that I have read and understand this Authorization for Release of Information by Non-Rostered Persons and permit NIPSTA and/or its agent(s) to obtain these records. Furthermore, I understand that the results of this personal background investigation may result in rejection of my application for admission to the NIPSTA Firefighter Academy without eligibility for refund of the tuition deposit paid.

Signature	Date
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Acknowledgement of Ineligibility for State Exam by Non-Rostered Persons



Pursuant to guidelines that govern the Office of the Illinois State Fire Marshal, a candidate for State examination must be engaged in firefighting in an organized Illinois fire department as a fire protection person or trainee as attested to by the employing Illinois fire chief of the individual seeking firefighter certification.

Therefore, non-rostered persons who successfully complete the nine-week NIPSTA Firefighter Academy are not eligible as candidates for State examination.

However, non-rostered persons will receive the following:

- A Certificate of Completion issued by the NIPSTA Firefighter Academy.
- Documentation of successful completion of practical skills exercises completed at the NIPSTA Firefighter Academy.
- An Illinois *Request for Examination* form signed by NIPSTA Firefighter Academy instructors and staff.
- An Illinois *Application for Certification/Validation-Attestation* form signed by NIPSTA Firefighter Academy instructors and staff.

The documents listed above will enable a non-rostered person who subsequently becomes engaged in firefighting in an organized Illinois fire department, as attested to by the employing Illinois fire chief, to seek firefighter certification, pursuant to the guidelines that govern the Office of the Illinois State Fire Marshal.

Certification

I certify that I have read and understand this Acknowledgement of Ineligibility for State Exam by Non-Rostered Persons. Furthermore, I understand that my status as a non-rostered person who successfully completes the NIPSTA Firefighter Academy does not make me eligible as a candidate for State examination.

Signature

Date



Equipment, Supplies & Apparel for Non-Rostered Persons



Non-rostered persons who are enrolled in the NIPSTA Firefighter Academy will receive essential personal protective equipment, training supplies, and apparel that are required during the nine-week program. The following items will be provided to a non-rostered person, but shall remain the property of NIPSTA and be returned to NIPSTA at the conclusion of the Firefighter Academy:

Personal Protective Equipment

- Firefighter helmet with eye protection
- Fire-resistant hood
- Fire-resistant coat
- Fire-resistant pants
- Firefighter boots
- Firefighter gloves
- Utility gloves
- Safety glasses
- Ear plugs
- Self-contained breathing apparatus (SCBA)
- SCBA harness, face piece, and fit test
- Spare SCBA cylinder

Training Supplies

- Flashlight
- Nylon webbing
- Carabineer
- Supply Bag

Apparel

- Uniform shirts (2)
- Uniform pants (2)
- Academy tee shirts (2)

All equipment, supplies and apparel shall be in compliance with standards as may be prescribed by the National Fire Protection Association. Non-rostered persons are responsible for maintaining these items in proper working condition, and reporting any defects or malfunctions immediately to the NIPSTA Firefighter Academy.

Non-rostered persons are responsible for providing the following items at their own expense:

- Belt (black, leather with plain buckle)
- Shoes or boots (black, public safety style with steel/composite toe)
- Socks (black or navy blue without logos or markings)
- Athletic sweatpants and sweatshirt (navy blue without logos or markings)
- Athletic shorts (navy blue without logos or markings)
- Athletic shoes and socks (appropriate for indoor and outdoor exercise)
- Classroom note-taking supplies (pens, pencils, paper)

Certification

I certify that I have read and understand the information above related to Equipment, Supplies & Apparel for Non-rostered Persons.

Signature

Date



Medical Exam Requirements for Non-Rostered Persons



Non-rostered persons who are accepted for admission to the NIPSTA Firefighter Academy must submit to a medical exam performed by a certified physician who shall be assigned by NIPSTA and attest to the applicant's physical well-being as it relates to the duties and tasks assigned during the Academy.

The expense of this medical exam shall be paid by NIPSTA. The medical exam will be scheduled at a location determined by NIPSTA approximately three weeks prior to the first day of the Academy. The medical exam will include:

- Vision test
- Hearing test
- Stress test
- Drug test
- Body composition analysis
- Lung function analysis
- Laboratory analyses

Results of the medical exam will be provided to the applicant and may be used as justification to reject an application for admission to the Firefighter Academy by a non-rostered person.

Certification

I certify that I have read and understand these Medical Exam Requirements for Non-Rostered Persons. Furthermore, I understand that the results of the medical exam may result in rejection of my application for admission to the NIPSTA Firefighter Academy without eligibility for refund of the tuition deposit paid.

Signature

Date



Application Checklist for Non-Rostered Persons



In order for an Application for Admission by Non-Rostered Persons to be considered complete, the following items must be submitted in a timely manner:

- Application for Non-Rostered Persons, with Letters of Reference (pages 3-5)**
- Acknowledgement of Conditions and Release of Claims by Non-Rostered Persons (page 6)**
- Authorization for Release of Information by Non-Rostered Persons (page 7)**
- Acknowledgement of Ineligibility for State Exam by Non-rostered Persons (page 8)**
- Equipment, Supplies & Apparel for Non-Rostered Persons (page 9)**
- Medical Exam Requirements for Non-Rostered Persons (page 10)**

In addition to each of the forms above, photocopies of the following documents are required to be submitted with an Application for Admission by Non-Rostered Persons:

- Valid driver's license**
- High school diploma or GED**
- CPAT certification issued no later than one year prior to the first day of the Academy**
- Proof of major medical/health insurance**
- EMT certification (if applicable)**